



news and information
for employees of the
City of Saint Paul

October 29, 2004

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OT is Preparing for a Major Change Across the City - Microsoft Office 2003

*By Cindy Mullan
Information Services*

The Mayor's Office and the Department and Office Directors felt this was an opportune time to move to Microsoft Office. Lack of vendor support and compatibility problems for users who exchange documents outside of the City made a compelling case for the City to either upgrade the existing Corel Office product or migrate to Microsoft Office 2003. Funding for the migration to Microsoft Office 2003 is included in the Mayor's 2005 Proposed Budget.

Upon final budget approval by Council, this project becomes the top 2005 priority for the Information Services Division in the Office of Technology. Roll-out will occur by department and will be phased in over the course of the year.

Once the project is completed, the City will have a single, standard desktop office automation tool. This tool will support daily operations and facilitate the exchange of information with outside organizations. All upgrades and maintenance for MS Office will be covered for a six year period ensuring that the City stays current with vendor supported software and that industry best



practices are followed.

More than any other technology used across the City, office automation software is used every day by most employees. This project will involve every employee in the City who uses a PC. Key customers will be identified to participate in pilot projects, documentation development, and training.

IS recognizes the migration to MS Office might present significant productivity, conversion and training challenges. By communication, untiring effort, and a strong partnership between IS and users, these challenges will be overcome. Your help and support are key to this effort. IS looks forward to working with you on this important endeavor.

Look for more updates and information on the Microsoft Office Migration Project on the City's intranet site beginning in early November.

Please print this for your co-workers. The City is continuing to save money by not producing printed copies of the City Update, but still needs to communicate to all employees. Please help by printing this newsletter (preferably back-to-back) for workers in your area who do not have computer access. Thank you.

New Tools for Supervisors

In revamping the New Employee Orientation Program during 2004, three new resources have been developed to assist supervisors as they familiarize new employees with citywide policies, information, and values:

A new employee packet of information which is consistent citywide but also customizable to meet the specific department or office needs was developed by HR with the input of Payroll staff. For all future new hires, please obtain a new employee packet from your payroll staff and take time to review the packet of information with all new employees. This packet of information includes a checklist to help the supervisor ensure all required information is completed and turned in to Payroll staff on or before the first day of employment. (Don't forget to ask new employees to bring their I-9 form documentation on or before the first day of employment).

The new employee website located on the HR SPNet site is a new tool for supervisors. Please visit this site so you can determine how you want to use this tool with your new employees.

The New Employee Orientation (NEO) offered by HR will focus more on City values such as appreciating diversity and providing quality customer service. It will continue to include information on City structure and policies, medical benefits, workplace injuries and deferred compensation. The next NEO is scheduled for 8:15 a.m. to 12:00 p.m. on Tuesday, November 16, 2004.

For more information, go to SPNet and click on Training then NEO.

New Employee Orientation

Time: 8:15 a.m. - 12:00 p.m. on

Tuesday, November 16, 2004

Location: City Hall Basement,
Room 40B

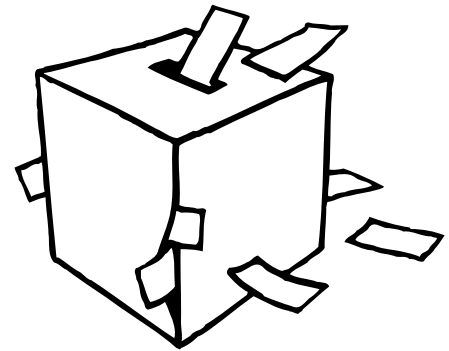
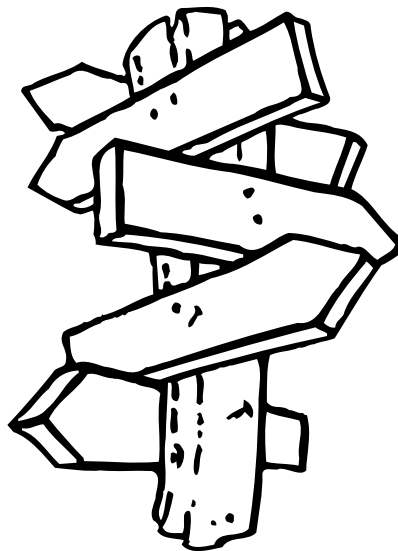
Instructors: Various Presenters

Facilitator: Lisa McKeown

(651-266-6479)

Target Audience: This workshop is intended for new (non-temporary) employees hired within the past year.

The City will accept 50 people who register for this workshop. Registration deadline is Tuesday, November 9. If you are interested in attending, please discuss this with your supervisor then e-mail Carol Broermann at: carol.broermann@ci.stpaul.mn.us or call her at 651-266-6521.



Voting on Election Day

In an effort to encourage people to vote, state law allows employees to take time off without loss of compensation during the morning of a congressional or presidential election to vote. The basic idea behind the law is that people can vote on the way in to work and be a little late without penalty. The City follows this concept and allows employees the opportunity to take a reasonable amount of time off for voting during the morning hours of an election. If you intend to arrive late or take time off, please notify your supervisor in advance. Supervisors have the discretion to determine what amount of time is reasonable.

If an employee leaves over the lunch hour or in the afternoon to vote, they must use vacation or comp time with the approval of the supervisor.

If you have any questions, please contact Jim Vollmer from Human Resources at 651-266-6499.

City job openings as of October 29, 2004

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
11/01/04	Conservatory Attendant (perm/part-time)	\$10.03 per hr	See Job Ann
11/02/04	Emergency Comm's Center Police Dispatcher	\$1,579.72 bi-weekly	11/08/04
11/15/04	Communication Technician W/O Premium	\$1,529.77	See Job Ann
11/17/04	Fire District Chief (prom)	\$2,349.76 bi-weekly	See Job Ann

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: (651) 266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after October 26, please call our 24-hour job line, (651) 266-6502.